

# IRS OFFICE OF CHIEF COUNSEL



## GENERAL LEGAL SERVICES

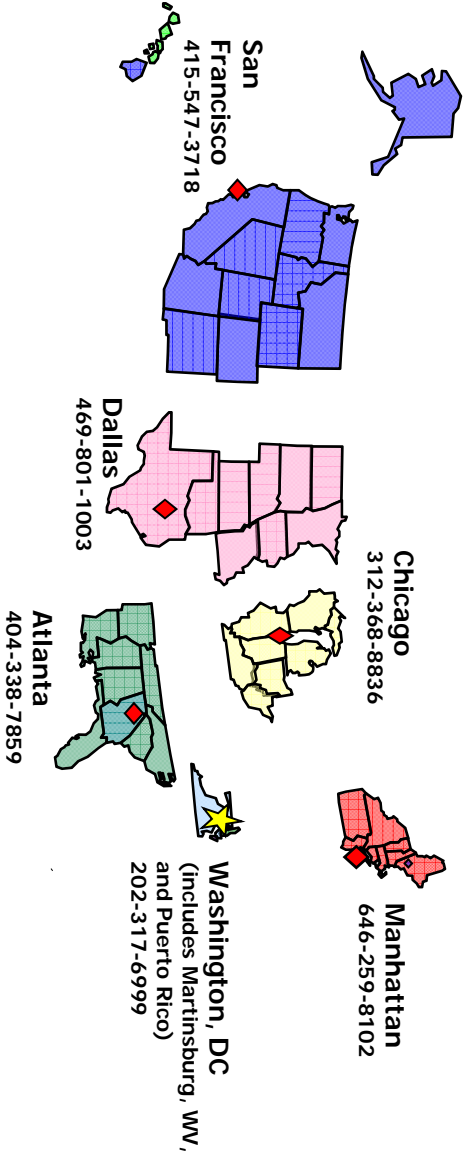
*Legal advice and representation on ethics, personnel, contract, and other non-tax legal issues for the IRS and the Office of Chief Counsel*

### Mission of the Internal Revenue Service

*Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.*

### Mission of the IRS Office of Chief Counsel

*Serve America's taxpayers fairly and with integrity by providing correct and impartial interpretation of the internal revenue laws and the highest quality legal advice and representation for the Internal Revenue Service.*



## Associate Chief Counsel (General Legal Services)

Phone: 202-317-6999 Fax: 202-317-6699

Associate Chief Counsel Mark Kaizen  
Deputy Associate Chief Counsel Lee Patton  
Deputy Associate Chief Counsel Linda Horowitz

GLS consists of three program offices and six field offices. Headquarters is in Washington, DC.

### Questions and Answers About GLS

**Q. What are the GLS substantive areas of practice? Who are the GLS clients?**

*A. GLS provides legal assistance to all IRS and Office of Chief Counsel offices. GLS is responsible for non-tax administrative law issues (with the exception of 6103 and disclosure matters,) such as ethics, Office of Professional Responsibility, procurements, and personnel law issues.*

**Q. Who do I call when I have a question for GLS?**

*A. Generally, GLS Area Counsel is your first point of contact. Some GLS issues are handled by the program offices, but the Area Counsel will be glad to help in getting any of your questions answered.*

**Q. If I know that a particular GLS issue is the responsibility of a program office in headquarters, should I call Area Counsel anyway?**

*A. Feel free to contact the program offices directly, but if you prefer you can contact the GLS Area Counsel, who will always be ready to assist you.*

**Q. How can I get information about GLS issues?**

*A. Check out the GLS web site:*

<http://irweb.irs.gov/AboutIRS/bu/default.aspx>-IRS users go to the Counsel link under Business Units on IRweb.  
<http://ccintranet.prod.ircounsel.treas.gov/OrgStrat/Offices/GLS/Pages/Default.aspx> for Counsel employees.

## GLS Area Counsel

Atlanta	John Dymond	404-338-7859
Chicago	Pamela Langston-Cox	312-368-8836
Dallas	Bridgette Gibson	469-801-1003
Manhattan	Heather Southwell	646-259-8102
San Francisco	Kerry "Chip" Curtis	415-547-3718
(subordinate GLS:SF office in Los Angeles)		
Washington DC	Byron Smalley	202-317-6999

GLS Area Counsel offices are in Atlanta, Chicago, Dallas, Manhattan, San Francisco, and Washington, DC. See the reverse of this brochure for a map of states served by each.

Area Counsel are primary points of contact on specific litigation cases and legal advice for IRS and Counsel executives and managers in their geographic areas. Your Area Counsel will assist you in day-to-day legal matters and is ready to help if:

- your office is involved in non-tax litigation before
  - an arbitrator
  - the Merit Systems Protection Board
  - the Federal Labor Relations Authority
  - the Equal Employment Opportunity Commission
  - an Administrative Law Judge in an Office of Professional Responsibility matter
  - any court if a suit involves an employee based on his or her work
  - any of these forums if the case involves sections 1203 of RRA 98; or
- you need legal advice on a local, non-tax, non-disclosure matter affecting your office, such as
  - labor or personnel issues related to a litigation case
  - property management
  - federal travel

## GLS Program Offices

Phone: 202-317-6999 Fax: 202-317-6699

**Claims, Labor and Personnel Law Branch**  
Neil Worden, Branch Chief

**Ethics and General Government Law Branch**  
Kirsten Witter, Branch Chief

**Public Contracts and Technology Law Branch**  
Holly Styles, Branch Chief

The GLS program offices, which are located in Washington, DC., assist clients with legal advice on various matters, including ethics and government contracts. The program offices are responsible for legal concerns involving policy and oversight and for issues with nationwide application.

**Claims, Labor and Personnel Law Branch**

- legal aspects of personnel matters, including section 1203 issues
- labor and employee relations
- EEO matters
- suits against government employees

**Ethics and General Government Law Branch**

- ethics issues
- financial disclosure requirements
- delegation orders
- fiscal issues and appropriations law
- advisory committees
- copyright and trademark

**Public Contracts and Technology Law Branch**

- government contracts
- informant agreements
- interagency agreements
- laws relating to information technology management
- suits under Whistleblower statute